

2-27-2018

8.E1



**City of  
Santa Clara**  
The Center of What's Possible

**Board of Library Trustees**  
Central Park Library, Library Board Room  
2635 Homestead Rd  
Santa Clara, CA 95051

**Meeting Minutes**  
**January 8, 2018, 6:00 p.m.**

**Trustees in Attendance**

---

Lee Broughman  
Jan Hintermeister  
Ashish Mangla  
Stephen Ricossa

**Trustees with Excused Absence**

---

David Kyo

**Staff In Attendance**

---

Hilary Keith, City Librarian  
Paul Sims, Assistant City Librarian  
Donna Tanaka, Senior Library Assistant  
Cody Christiaens, Senior Library Assistant

**Public in Attendance**

---

Tracy Wingrove, Library Foundation and Friends

**Matters for Council Action: None**

---

1. Chair Ricossa called the meeting to order at 6:00 p.m.
2. There were no Public Presentations.
3. Staff Presentation
  - A. Senior Library Assistant, Cody Christiaens, gave an overview of the Library's new bookmobile, including a tour of the new bookmobile. Discussion included:
    - Presentation of bookmobile: January 23, 2018 Council meeting, with public display at the plaza at City Hall, 4:00 p.m. – 7:00 p.m.
    - Routes will be published on the web as calendar events and e-notifications. Stops will include schools, senior centers, corporations, City Hall, special events.
    - Outreach efforts through Foundation's contact with corporations; Santa Clara Unified School District; park openings; special events (Board suggestions of Ulistac and Stadium).

Trustee Broughman left the dais at 6:20 p.m.

4. Gifts

- A. Tracy Wingrove from the Foundation and Friends thanked the Board for their ongoing support. She gave an update on fundraising efforts for the Mission Branch renovation, a special campaign for the Children's area, the new pop-up bookstore at Westfield Mall (beginning in March 2018) and distributed flyers for the February 3<sup>rd</sup> Librarypalooza and the Mission project fundraising brochure.

5. Approval of Minutes:

- A. Trustee Hintermeister made a motion to approve the minutes from the December 4, 2017 meeting, with minor edits. The motion was seconded by Trustee Mangla. The motion was approved unanimously (Trustee Broughman absent).

6. Correspondence & Announcements: Noted and filed January 5, 2018 email from Jeffery Duvall.

7. City Librarian's Report

- A. City Librarian provided an overview of the upcoming January 19 & 20 Council Operational and Strategic Priority Setting meeting at the Santa Clara Convention Center, and invited the Board to attend. City Librarian will send the Board the meeting logistics as well as the Library slides when available, and noted the meeting will be live-streamed.
- B. Monthly Report: Assistant City Librarian discussed and reviewed performance measure data but noted that December stats were not yet available. Assistant City Librarian will email the Excel file to the Board. Mid-year performance measure data will be reviewed at the next Board meeting.
- C. Assistant City Librarian shared instructions to gain digital access to the NY Times through the Library's website.
- D. Personnel Updates: City Librarian reported the departure of Librarian Angela Ocana from Northside Branch to the Eugene Public Library; Nan Choi is Acting Youth Services Program Coordinator at Central Park Library.
- E. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting December programs.

8. Unfinished Business

A. Mission Library renovation:

- Demolition has begun; Assistant City Librarian shared photos of progress. Timeline is on target.

B. Automated Material Handler update:

- Contract has been signed, with a shipment/install date in March, operational in April.

- Will require manual processing for a week or two; may result in a small delay in shelving.
- Board shared suggestions for a public tour and RFID tags for Link Plus books.

#### C. Board of Trustees work plan

- Staff will review policies and make recommendations to Board for input. Will begin with Community Room Use and Free Speech Area policies. Need to emphasize that Library is neutral and does not endorse users/speakers.
- Include Library Services in General Plan Goals & Policies.
  - City Librarian to send Board information on consulting resource from InfoPeople to help identify criteria.
  - Assistant City Librarian shared Library Service Level data.
  - Discussed Library mitigation fees; population growth and demographic impact on long-range planning; space per capita; shift in programming to support more ESL, pathway to citizenship, older population.

### 9. New Business

- Senior Library Assistant is working on getting Trustee memberships for the California Public Library Advocates. City Librarian also advised that the 2018 CLA conference will be held at Santa Clara Convention Center on November 8 – 11, and encouraged Board members to attend.
- February 6 Council dinner meeting: Continued discussion from Item 8C, regarding Library Services in General Plan Goals and Policies. Assistant City Librarian shared General Plan, Section 8, Parks & Recreation Inventory as a reference point; other data sources to consider are California State Library website for past State data, and Library Service Level data. Discussion to continue at the next Board meeting on February 5, 2018.

### 10. Matters of Trustee Interest

- Trustee Hintermeister inquired about the Materials Selection Discussion / Life of a Book program. Assistant City Librarian advised a date of January 26<sup>th</sup> has been scheduled and will send further information to the Board.
- Trustee Hintermeister discussed the wording on email notifications for over-due books regarding collection agency. Staff will review in the next Library Management Team meeting. Assistant City Librarian advised that phone notifications are no longer being made as they are cost prohibited at this time.
- Chair Ricossa shared that he has been accepted into the Leadership Santa Clara program.

### 11. Future Agenda Topics: None noted.

12. Upcoming Events

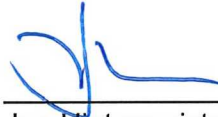
A. Library closure dates/hours:

- Monday, January 15, Martin Luther King, Jr. Day
- B. January 23: Council meeting, Presentation of new Bookmobile  
C. February 3: Librarypalooza, 6:30 p.m., Central Park Library  
D. February 6: Dinner meeting with Council, 5:00 p.m., Council Chambers

13. Motion by Trustee Mangla to adjourn the meeting. Motion was seconded by Trustee Hintermeister. Motion to adjourn passed unanimously (Trustee Broughman absent).

14. Meeting adjourned at 8:17 p.m. The next regular scheduled meeting is on February 5, 2018, 6:00 p.m. at the Central Park Library, Board Room.

Respectfully submitted,



---

Jan Hintermeister  
Secretary, Board of Library Trustees